

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INS...
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100290001-1		
	c. This is an alphabetical file consisting of worksheets containing annuity estimates as requested by employees or operating components other than those contained in item 2a. (1963 -)	1.0	Temporary. Retain in immediate work area three years; then destroy.
	d. Consists of official retirement files on all individuals who are pending retirement as well as retirees and resignees who are participants and did not withdraw their retirement from the CIA Retirement & Disability System. Filed alpha. (1965 -)	1.0	Temporary. Retain in immediate work area indefinitely. (Final decision has not yet been reached as to the proper disposition of this item.)
3.	CARD FILE This 5x8 card file contains all pertinent data concerning status of employee's retirement. Filed alphabetically. (1961 -)	.3	Temporary. Retain for five years; then destroy.
4.	OFFICIAL PERSONNEL FOLDERS Consists of official personnel folders on employees pending retirement.	2.5	Temporary. Return to OP/File Room when no longer needed.
5.	REFERENCE MATERIAL Consists of Federal Personnel Manual, regulatory issuances and other publications used as background and reference.	2.0	Temporary. Destroy when superseded, obsolete, or no longer needed.
		10.7	
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RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100290001-1

SCHEDULE NO.

40-66

R.D.

OFFICE, DIVISION, BRANCH

Office of Personnel CIA Retirement Staff

CONCURRENCE

SIGNATURE

TITLE

DATE

23 Feb 66

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

APPROVED

CIA Records Administration Center

Date

1 March 1966

RECORDS CONTROL SCHEDULE 505/11/21: CIA-RDP78-00487A000100290001-1

SCHEDULE NO.

40-66

NCE

25X

OFFICE, DIVISION, BRANCH

Office of Personnel, CIA Retirement Staff

TITLE

DATE

Chief, CIA Retirement Staff

23 FEB 1966

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	STAFF SUBJECT FILES This file consists of policy and procedure material relating to the CIA Retirement & Disability System as well as machine listings by age groups which are sent to various Agency components for determination as to employees' eligibility, listings of participants, briefing material and miscellaneous correspondence dealing with the over-all function of the Staff.	.5	Temporary. Screen periodically and destroy material no longer needed. Retain remainder with policy and procedure material in immediate work area.
2.	CIA RETIREMENT BOARD MATERIAL a. Included in this file are agenda and reports as well as minutes of all CIA Retirement Board meetings. Filed chronologically. (1965 -) b. Consists of material assembled for use by each Board member prior to meeting, such as agenda and pertinent background material on all individuals being discussed.	1.6 .8	Permanent. When no longer needed for current reference in immediate work area, retire to Agency Records Center. Temporary. Forward to each Board member prior to meeting. Upon completion of meeting, material will be returned to Staff, disassembled and binders held for future use.
3.	OFFICIAL RETIREMENT FILES a. Consists of official retirement files on all individuals who have been nominated by their career service for participation in the System. File contains various work papers, nomination, etc. Filed alphabetically.	1.5	Temporary. When all necessary action has been taken and employee is designated a participant in the System, transfer file to 3b. If employee is not designated a participant, transfer file to 3c.

SECRET

Excluded from automatic
downgrading and
declassification

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>b. Consists of official retirement files on all individuals who are participating in the CIA Retirement & Disability System. File contains all background material relating to employee's selection into the System, including service agreement, election memorandum, etc. Filed alphabetically.</p> <p>c. Consists of official retirement files on employees falling into the following categories: (1) Individuals who were thought to be eligible but upon review were found to be ineligible; (2) Individuals who were eligible but elected not to participate in the System; (3) Ineligible individuals who felt they were eligible and appealed their case. Alphabetical by category.</p>	3.0	Temporary. Upon pending retirement or termination of individual's employment and individual does not withdraw his retirement from the System, forward file to Retirement Branch, BSD/OP. Otherwise, forward file to File Room for inclusion in Official Personnel Folder.
4.	CARD FILE	.6	Temporary. Retain in immediate work area until employee separates from Agency. Upon termination of individual's employment, forward file to OP/File Room for inclusion in Official Personnel Folder.
	<p>Consists of 5x8 card, Nomination Control Record, used to reflect status of each individual nominated for the System. Filed alphabetically.</p>	.2	Temporary. Upon becoming participant, transfer card to completed file. Retain in immediate work area indefinitely for reference purposes.
5.	OFFICIAL PERSONNEL FOLDERS	5.0	Temporary. Return to OP/File Room when no longer needed.
	<p>Consists of official personnel folders on individuals who are pending action by the CIA Retirement Board.</p>		
6.	HISTORICAL FILE	2.2	Permanent. When no longer needed in immediate work area, retire to Agency Records Center.
	<p>This file consists of all material relating to the establishment of the CIA Retirement & Disability System prior to legislation enacted.</p>	15.4	
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SECRET

4 August 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Personnel Operations Division/OP

SUBJECT : Records Control Schedule 40-64 for OP/POD,
OutPlacement Branch

RESCINDS : Records Control Schedule 40-60, page 126

1. Attached hereto is Records Control Schedule 40-64 for OP/POD, OutPlacement Branch.

2. This schedule was rewritten in order to reflect the name change of Special Assistant for OutPlacement to OutPlacement Branch and also to update items and make modifications where necessary.

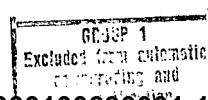
3. It is requested that this schedule be substituted for page 126 of the present schedule.

RAO/OP

Attachment:

RCS 40-64, OP/POD,
OutPlacement Branch

SECRET



RECORDS CONTROL Release 2005/11/21

SECRET

SCHEDULE NO. CIA-RDP78-00487A000100290001-1

OFFICE, DIVISION, BRANCH

Office of Personnel, ~~Personnel Operations Division~~

Recruitment & Retention Div.
External Outplacement Branch
25 May 1965

TITLE Chief, OP/POD/Outplacement

DATE - 4 AUG 1964

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES		
	a. Consists of special studies, inter-Agency agreements, monthly reports, correspondence, and other material accumulated in the over-all administration of the Outplacement Branch. (1960 -)	.7	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area.
	b. Chrono file of outgoing correspondence in answer to inquiries received on individuals seeking outside employment. (1962 -)	.5	Temporary. Cut off end of each Fiscal Year. Hold two years and destroy.
2.	CASE FILES		
	a. Consists of work sheets containing biographic data, Civil Service applications, and other material pertinent to the outprocessing of an individual. Filed alphabetically. (1960 -)	7.3	Temporary. Place in inactive file upon completion of case. Hold two years and destroy after all pertinent information has been transferred to 3x5 card file.
	b. 3x5 card file on all employees handled by Outplacement Branch. These cards contain pertinent biographic data and summary of out-processing. Filed alphabetically.	.3	Temporary. Disposal not authorized. Retain in immediate work area.
	c. Duplimats which are used in reproducing resumes for clients to use as handouts in seeking outside employment. Filed alphabetically.	.8	Temporary. Destroy six months after termination of individual.
	d. Security liaison 3x5 card file maintained on Agency employees - terminated and those presently employed - on whom outside inquiries have been received. Card contains biographic data as well as Agency employment history, investigator's name, place of employment, remarks made and any referrals given.	.1	Temporary. Disposal not authorized. Retain in immediate work area.

GROUP 1
Excluded from automatic
downgrading and
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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3.	OFFICIAL PERSONNEL FOLDERS Consists of official personnel folders on Agency employees who have terminated as well as those presently employed on whom outside inquiries have been received.	2.0	Temporary. Return to OP/File Room when no longer needed for reference purposes.
4.	LEAD/SOURCE FILE a. Consists of brochures and other material on private companies as well as local, state, and Federal government agencies used by Agency employees seeking other employment. Filed by type of business for private industry; filed by area of country for government. b. Consists of 3x5 card file that lists names of individual companies by state and alphabetically thereunder. c. Consists of 5x8 card file that lists names of companies according to job speciality. Filed alphabetically.	2.5 .3 .1	Temporary. Destroy when revised or obsolete. Temporary. Destroy when obsolete. Temporary. Destroy when obsolete.
5.	REFERENCE MATERIAL Consists of Civil Service announcements, FPMs, Dept. of Army and State manuals, Federal Service Information, Civil Service Competitive Examination Schedule, Agency regulatory issuances and other material used for reference.	13.7 28.3	Temporary. Destroy when revised, obsolete, or no longer needed.

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